

FIRST 5 CALIFORNIA CHILDREN AND FAMILIES COMMISSION
PROJECT PROPOSAL

AGENDA ITEM # 13
DATE OF MEETING: July 15, 2004

ACTION: X
DISCUSSION: _____

PROJECT TITLE: Modification of Regional Technical Assistance

A. SUMMARY OF REQUEST:

This request to modify Regional Technical Assistance seeks approval of \$240,000 for 18 months to improve First 5 California Children and Families Commission (CCFC) training and technical assistance (TA) delivery and coordination by realigning the existing four TA regions to correspond with the six First 5 Association administrative regions developed by the First 5 Association of California. Specifically, this realignment will divide the existing Northern Region into two smaller, more manageable, regions (Northwest and Northeast) and create a new region, the Sacramento Region.

This realignment will improve the delivery of First 5 CCFC training and TA efforts by providing for coordination across one regional structure. This realignment and enhanced coordination will promote the use of standards, criteria, and guidelines that reflect research and best practices across all counties and First 5 CCFC programs.

The regional configuration for the First 5 Association and for the delivery of TA is relatively new and, hopefully, will be an effective delivery system for TA and training. First 5 CCFC staff and the First 5 Association Technical Assistance Committee will assess the new six region structure at the end of the contract period (December 2005) for its effectiveness in delivering training and TA that support First 5 CCFC and county commission priorities, and in coordinating regional and statewide trainings.

B. BACKGROUND/HISTORY:

The following is a chronological description of the development of First 5 Regional Technical Assistance. Activities 6-8 are particularly relevant to this funding request.

1. In January of 2002, First 5 CCFC released a Request for Proposals for Technical Assistance to County Commissions. For a number of reasons, no contract was awarded.
2. In the interim, a multi-component technical assistance package was developed to support: First 5 CCFC activities such as the annual Statewide Conference; the School Readiness Initiative; the

Principles on Equity; other First 5 CCFC focus areas; the statewide evaluation; etc.

3. In July of 2002, at the First 5 Association meeting, the TA Committee hosted a discussion to obtain input from counties about the need for coordinated TA planning and the formation of four TA regions plus one Statewide region. As one component of a broader multi-component TA package, County Commission representatives recommended that First 5 CCFC consider allocating funds to County Commissions on a regional basis to design and obtain TA to meet local needs. The counties indicated that this method of funding TA would give the regions more flexibility in acquiring services to meet emerging or shifting needs in a timely manner and promote networking to share promising practices. While regions would be designated for purposes of allocation and planning, the counties would have flexibility in organizing for specific TA activities base on geography, county characteristics (e.g., rural, urban), strategic plan emphasis areas, or other factors.
4. In August of 2002 at the First 5 Association annual retreat, the Association defined five regions for TA planning and allocations: Central, Bay Area, South, North, and Statewide (to develop programs of interest to all the counties); assumed the role to coordinate the TA regions; determined that the funding should be split equally among the regions; and that up to \$5,000 per year should be available to the fiscal/administrative lead county.
5. In September of 2002, First 5 CCFC approved a \$1 million allocation for two years to support four TA regions (South, Central, Bay Area, and North) plus one Statewide region. This funding was considered an interim method for providing TA resources, to be assessed during the two-year period for effectiveness. When this funding was requested, staff indicated that they “would monitor the use of funds and types of TA provided and may return to the Commission with a recommendation for additional funding prior to the end of the two year period.” (Note: This current request is based on the new regional structure, plus acknowledgment that rural counties have special challenges, e.g., location of available TA providers; therefore, rural counties might require additional support.)
6. In April of 2004, during pre-statewide-conference TA planning meetings, the TA Committee of the First 5 Association in conjunction with the First 5 Association staff and First 5 CCFC program staff identified the need for a partial restructuring of the existing four TA regions. Specifically, participants addressed: a) the disconnect between the TA regions and First 5 Association administrative regions, forcing two different configurations of counties and resulting inefficiencies; b) the need to coordinate all training efforts whether those developed at a local regional level or

those offered by the First 5 CCFC contractors (for example, Child Development Training Consortium, Special Needs, Health Linkages, Asthma, Mental Health, Oral Health, Safe from the Start); and c) the need to allow more flexibility in using the funds for coordination purposes. At these two meetings, time was spent on the "Modification of the Regional Technical Assistance Program," (See Attachment A) which added new components to the scope of work for each Regional TA Coordinator, the discussion of a funding mechanism for the realignment of the regions, and the recommendation that an investment be made on planning and coordination activities. (This is part of Attachment A.)

7. In May of 2004, prior to the First 5 Association meeting, a joint task force of First 5 Association staff, First 5 CCFC staff, County Commission staff, and Regional TA Coordinators discussed plans to realign the TA regions to correspond with the First 5 Association administrative regions to provide one regional structure and to coordinate First 5 CCFC contracted training and TA with local training and TA priorities. This plan was presented to the entire First 5 Association membership later in the day.
8. To date, June 2004, First 5 CCFC has received progress reports from all the regions (see Attachment B for an sample Progress Report). There has been a slow start up due to the new process of counties working together regionally (vs. the previous caucus configuration), and there has been progress towards providing training and TA in all regions except one. There has also been significant TA via the statewide venue in the form of two staff development institutes attended by close to 200 people. A statewide meeting hosted by First 5 CCFC and the First 5 Association, is planned for July 13, 2004, to begin the process of coordinating all training and TA being offered by First 5 CCFC contractors through the regional structure. It is important to continue working to balance local regional TA priorities with statewide priorities to support the use of best and promising practices in all First 5 Initiatives.

C. DESCRIPTION OF THE PROJECT AND PRIMARY GOALS:

Currently there are four TA regions plus one Statewide region. This request is for \$240,000 for the realignment of these regions to correspond with the First 5 Association's six regions (see attachment C for a list of counties by region plus contacts and a map of the regions) represented on the First 5 Association Executive Committee. These funds will allow for the division of the Northern Region into two smaller, more manageable, regions (Northwest and Northeast) and expand the current responsibilities for regional coordination (see attachment A) to include the general coordination of all training and technical assistance planned by First 5 CCFC contractors working at the regional and program (e.g., School Readiness Program) level.

Each of the six regions, and the one Statewide Region, need to develop and/or refine their regional TA plans to begin July 1, 2004 and end December 31, 2005. To date, five regional plans have been submitted. See below for the highlights of these plans and activities over the past 12 months.

Highlights of Regional TA Plans to Date (June 2004)

1. *Central Region* – Group Learning Activities in the areas of Capacity Building leading to Sustainability, Philosophy of Family Support, Strategies for Commission Collaboration, and Reporting Results.
2. *Northwest Region* – Mini Group Learning Activities (region wide trainings) in Capacity Building, Leveraging Federal Funds, Maximizing Early Brain Development, Strategies to address Mental Health and Social-Emotional Issues, Working Together to Maximize School Readiness Efforts, Outreach Strategies, Reporting Results, and Strengthening Local Evaluation Strategies. They will also support targeted follow up activities to support the group learning topics.
3. *Northeast Region* – The proposal indicates that there will be 4 events (done twice each) to cover topics decided upon by county commission staff within the region. All topics chosen support First 5 priorities.
4. *Southern Region* – Group Learning Activities in the areas of Sustainability held in April), Oral Health, Family Development Credential (as satellite distance learning - held in January 2004), and School Resources/Family Resource Centers.
5. *Sacramento Region* – Group Learning Activities are planned on the topics of Universal Health Care and Preschool, Services to Children with Disabilities, and Support for Additional School Readiness Programs.

Highlights of Regional Activities Over the First 12 months

In addition to numerous informal meetings to share promising practices within a region, the following training events have occurred:

Region	Successes/Events
Bay Area	Held one event on Promising Approaches to Systems Change and Sustainability attended by more than 200 people – 95% of the attendee rated the event as good to excellent
Southern	Held two events – 1. Sustainability and 2. Family Development Credential (a satellite distance learning project)
Northern	No events
Central	Held one event on Capacity Building Leading to Sustainability for 43 participants in collaboration The Center for Civic Partnership
Statewide	Held two events: 1. Distance Learning – Part A - Exploring Distance Learning Opportunities for First 5

	<p>Part B - Strategic Planning for Distance Learning</p> <p>2.Pre Conference Institute – prior to the Statewide Conference – a School Readiness Track and a Fiscal Sustainability Track. Both of these tracks were well attended with excellent evaluations.</p> <p>Developed training/TA components on the Association Website.</p>
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The Primary Goals of this Action Item are to:

- Align the First 5 CCFC TA regions with the First 5 Association's six administrative regions – creating one common regional structure.
- Provide greater stability and support for regional TA coordination.
- Coordinate all sources of First 5 CCFC-funded training and TA as well as TA provided by First 5 partners.
- Create greater responsiveness by all training and TA providers to the needs of First 5 county commissions and First 5 program providers.
- Assure on-going coordination and future planning to meet training and TA needs.

First 5 CCFC program staff will require all TA Regions to report on the effectiveness of this newly recommended regional structure: expenditure and program reports including the accomplishment of learning objectives, participant assessments of training and TA opportunities, and ability to coordinate regional and statewide trainings. Staff will report back to First 5 CCFC at the end of the contract period, December 2005.

D. TIME FRAME:

The current TA regions were approved by First 5 CCFC in September 2002 and received funding for the period starting August 2003 and ending December 2005. With the approval of this request, the four TA regional designations will be reconfigured to six TA regions for the period of July 2004 through December 2005. The original 24-month agreements may be extended to a maximum of 36 months.

E. COSTS:

Each of the two (Northwest and Northeast) newly created Northern regions will be allocated \$120,000 for a total of \$240,000 for 18 months - through December 2005. This is an approximate prorated allocation based on the allocation of \$200,000 per region for 29 months (approved by First 5 CCFC for the four TA regions and the one Statewide region). .) The new Sacramento Region would receive the funds remaining from the existing Northern Region.

In addition to the funds for two new TA regions, the revisions to the Regional TA plans will:

- Adjust the 24-month agreement period, originally approved by First 5 CCFC, to a maximum of 36 months in the event there are unspent funds.
- Modify the existing contracts between the First 5 CCFC and the regional TA fiscal agents and amend the scope of work to allow the payment of up to \$50,000 per year to support the coordination process (see attachment A for the current Scope of Work and the proposed new components).

A. ATTACHMENTS:

1. Attachment A – Modification of the Regional Technical Assistance Program
2. Attachment B – Sample Progress Report
3. Attachment C – First 5 Association Regions and Map

MODIFICATION OF THE REGIONAL TECHNICAL ASSISTANCE PROGRAM
Revised 6/4/04

Goals:

- To align the regional TA with the Association's six regions
- To provide greater stability and support for the regional TA coordinators
- To better integrate all sources of First 5-funded TA
- To create greater responsiveness of all TA providers to the needs of local commissions and program providers
- To assure on-going coordination and future planning to meet TA needs

In order to achieve the goals listed above, the TA Regional Coordinators, Pat Wheatley, Carolyn Wylie, Association staff, and State Staff developed the following proposal:

- I. By July 1, 2004, create two new TA regions and realign existing TA regions to match the Association's six governance regions.

NOTE: This will require making Yolo the fiscal agent for the Greater Sacramento region and establishing fiscal agents for the Northwest and Northeast regions. All three of these regions will need to develop TA plans and/or refine the existing plan. It also requires a pro rata allocation from the state to the two new regions.

- II. Amend existing contracts between the state and the regional TA fiscal agents to modify the contractual scope of work and the permissible process for payment to TA coordinators. Permit up to \$50,000 per year to support regional TA coordination, defined by the following scope of work:

- A. Coordination of regional technical assistance in accordance with the regional plan approved by First 5 CCFC. (*This appears in the current SOW.*)

- Work with counties on the selection of topic areas, speakers/trainers, and the development of a program for each group-learning event described in the plan. Request approval from First 5 CCFC for events not included on approved plan.
- Identify, negotiate and arrange contracts with venues, presenters/facilitators, and other professional service providers. Oversee payment for services/fees and travel reimbursements when applicable.
- Develop a registration process and ensure it is implemented.
- Oversee the production and distribution of promotional and event materials.
- Submit (electronically) event announcements and training event materials to the Association for posting on First 5 Association's website.
- Look for opportunities to cross-promote and co-sponsor events with all CCFC State Contracts e.g., Oral Health.
- Promote distance-learning options.
- Customize program evaluation forms and summarize information.

- Provide materials and summary of participant evaluations to First 5 CCFC after each event.
- Report annually to First 5 CCFC on learning objectives, accomplishments/outcomes of learning events, participants' assessments, follow-up plan if appropriate, and cost description (due in September).

B. Coordination of training by state contractors. *(these are new components for the scope of work)*

- Serve as point-of-contact for First 5 CCFC contractors and other statewide partners (such as California Department of Education and County Offices of Education, Strategies, and AmeriCorps) that are under contract or otherwise involved in providing technical assistance on a regional basis to County Commissions, grantees, and other local partners.
- Assist state contractors to coordinate training with other scheduled events.
- Ensure that region is aware of state-funded Technical Assistance and that it is incorporated in the regional plans as appropriate.
- Advise state contractors on venues and training support entities (such as AV companies, video companies, etc.)
- Assist state contractors with outreach by providing them with current contact lists of EDs, Commissioners, commission staff, School Readiness Coordinators and other key staff as available and appropriate.
- Inform state contractors of procedures to submit event announcements and resources to First 5 Association for posting on website.
- Inform state contractors of any particular concerns or needs of the region in regards to the topic.
- Exchange available information with state contractors regarding resources, speakers, and needs at the local level.

C. General coordination

The county fiscal agent, an alternately designated county, or a consultant under contract serving as coordinator shall:

- Meet together at least twice annually, and initially more frequently, for training coordination, program improvement, and planning purposes.
- Participate in Association regional meetings.
- Participate in TA Committee meetings as necessary or otherwise keep the committee informed of regional TA activities.

D. The State Commission will ensure that its contractors and partners understand the expectations and benefits of coordinating with the regional TA program and understand the design and structure of the regional TA system and how they can assist the Regional TA coordinators.

Sample Progress Report
Regional Technical Assistance Report
Southern California
Reporting Period August 2003-June 2004

Events: Sustaining Support for Young Children, Family Development Credential Hybrid Distance Learning, And Oral Health Workshop Planning

Event 1: Sustaining Support for Young Children: First Dialogue on Sustainability

Westin Hotel, Pasadena

April 1-2, 2004, 2:00-8:00pm, 9:00-4:00 pm

This event was designed for Commission staff and Commissioners to look at ways that they can build sustainability for First 5 programs in the region, including statewide and local initiatives. Outside experts, including representatives from philanthropy, provided insights on how national foundations have approached funding and sustainability.

Number of Participants: 35 Commission Staff, 3 Commissioners, 2 Community Partners

Summary of Learning Objectives:

- Shared vision of sustainability
- Understanding of demographics of the region for context
- Learn how philanthropy has developed and sustained strategic initiatives
- Identify opportunities and strategies to build sustainability
- Develop next steps and support required to sustain local and regional efforts

Evaluation Summary (29 or 72% of participants completed the evaluation):

86% rated the overall event as either good-excellent (scoring 4 or 5 out of 5)

76% rated the first presentation, on the demographics of the region as good-excellent

93% rated the presentation by foundation representatives as good-excellent

86% found the written materials to be good-excellent

Event #2: Family Development Credential – Satellite Distance Learning Project

Casa Sirena, Oxnard, January 26-30, 2004

Ongoing project implementation in the region

This project was designed to bring the Family Development Credential (FDC) to First 5 programs in the region. The FDC was developed by Cornell University, to train front line community outreach workers/promotoras to build on the strengths of the families they serve and to assist families to access available service and resources. Through Oxnard College, regional training was to be provided by an interactive college level course that would be delivered via satellite to locations throughout the region. Facilitators at each site would be trained by trainers certified to teach the curriculum. The first component of the project

was to train local facilitators. These Facilitators will then return to their counties to coordinate with Commissions to train family support workers

Number of Participants in Facilitator Training:
5 Commission Staff, 17 Grantees/Partners

Summary of Learning Objectives:

- Increased understanding of the empowerment approach to family development/family support.
- Deeper knowledge of the skills and competencies that are key to supporting families toward healthy interdependence.
- Practical experiences with the curriculum and its interactive/empowering teaching
- Improved learning and teaching strategies and group facilitation skills
- Information on how to implement a FDC program
- Information on the portfolio development process

Evaluation Summary: 14 or 64% of the participants completed the evaluation

- 86% rated the overall workshop as very good to excellent
- 100% rated the materials as very good to excellent
- 95% rated the presenters as very good to excellent
- 86% felt as though the workshop met its objectives of introducing the curriculum and preparing the participants to be facilitators of the FDC

Summary

In Southern California Regional TA funds have brought expertise to our region that can help support systemic changes and the success of our local, regional and state First 5 investments.

The workshop on Sustainability gave us an opportunity to explore the topic of sustainability, to learn from our partners in philanthropy and it provided a forum for us to develop tangible next steps for working together as a region. This learning carried through in our work as individual counties and generated new ideas for regional projects.

TA funds have supported our efforts to bring the Family Development Credential Program to our local First 5 funded programs. This will give workers in our school readiness programs and other family support programs an opportunity to receive professional training and college credit,. This is an important step to building our family support workforce.

Finally, our participation with State First 5 staff and regional and statewide TA coordinators over the past 9 months has moved us towards a statewide regional infrastructure. This will help facilitate closer coordination with each other, First 5 California, our foundation partners and State First 5 contractors. This gives us a greater chance of maximizing the technical assistance resources available to support the work of First 5. Regional TA funds are giving us an opportunity to deliver hands on practical information, to develop the regional TA infrastructure statewide for First 5 and to ultimately help improve the quality of the services reaching children and families.

First 5 Association Regions

ATTACHMENT C

County	Region	Representative
Alpine	Northeast	Nina Machado
Amador	Northeast	amadorprop10@softcom.net
Calaveras	Northeast	(209) 257 1092
Inyo	Northeast	Sheila Kruse (Fiscal)
Lassen	Northeast	sheilakruse@sbcglobal.net
Mono	Northeast	(209) 586-2337
Nevada	Northeast	
Plumas	Northeast	
Sierra	Northeast	
Tuolumne	Northeast	
Butte	Northwest	Wendy Rowan
Del Norte	Northwest	wrowan@co.humboldt.ca.us
Glenn	Northwest	(707) 445 7389
Humboldt	Northwest	Anne Molgaard (fiscal)
Lake	Northwest	acmolgaard@mendochildren.org
Mendocino	Northwest	(707) 462-4453
Modoc	Northwest	
Shasta	Northwest	<u>Regional TA Coordinator</u>
Siskiyou	Northwest	Susan Wilson
Tehama	Northwest	(530).243-7760
Trinity	Northwest	swilson@shastalink.k12.ca.us
Alameda	Bay Area	Jolene Smith (fiscal)
Contra Costa	Bay Area	(408) 289-5330
Marin	Bay Area	Jolene@santaclarakids.org
Monterey	Bay Area	Barbara Bernard (program)
Napa	Bay Area	Barbara@santaclarakids.org
San Benito	Bay Area	
San Francisco	Bay Area	<u>Regional TA Coordinator</u>
San Mateo	Bay Area	Carola Cabrejos-Healy
Santa Clara	Bay Area	(510) 526-9999 x 12
Santa Cruz	Bay Area	carola@F5AC.org
Solano	Bay Area	
Sonoma	Bay Area	
Fresno	Central Valley	Judy Rutan
Kern	Central Valley	jrutan@co.kings.ca.us
Tulare	Central Valley	Chinayera Black-Hardaman
Kings	Central Valley	cblack2000@prodigy.net
Madera	Central Valley	<u>Regional TA Coordinator</u>
Merced	Central Valley	Mike Smith
Mariposa	Central Valley	(775) 324-4567 x13
San Luis Obispo	Central Valley	msmith@socialent.com
Colusa	Sacramento	Steve Thaxton (fiscal)
El Dorado	Sacramento	smthaxton@pacbell.net
Placer	Sacramento	(530)672-8298
Sacramento	Sacramento	
San Joaquin	Sacramento	Lin Batten
Stanislaus	Sacramento	battenl@saccounty.net
Sutter	Sacramento	(916) 876-5867
Yolo	Sacramento	
Yuba	Sacramento	
Imperial	SoCal	Evie Martinez (fiscal)
Los Angeles	SoCal	emartinez@first5.org
Orange	SoCal	Claudia Harrison
Riverside	SoCal	charrison@first5ventura.org
San Bernardino	SoCal	<u>Regional TA Coordinator</u>
San Diego	SoCal	Nicole Singer
Santa Barbara	SoCal	(805) 963-1709
Ventura	SoCal	NoSinger@aol.com

First 5 California County Regions

